

CARE FUNCTIONAL REVIEW

ADMINISTRATIVE AND FINANCIAL MANAGEMENT - GENERAL

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**1.01 Location Administrative and Financial Management**

Provide a summary of how administrative processes in general are functioning.

How do the administrative and program personnel interact? Are monthly staff meetings conducted? If so, are they beneficial?

Is the Location doing any “best practices” that can be captured and shared with other Locations?

**1.02 Area Administrative and Financial Management**

Provide a summary of the level of interaction between the Area and the Location.

**1.03 Headquarters Administrative and Financial Management**

Describe the interaction between the Location and Headquarters.

If the Location deals with specific Divisions, state relationship and description of service provided.

**1.04 Other**

Describe any other processes that do not fit into the above-mentioned categories (i.e., program process issues)